



Volunteer Handbook 2024-2025

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GEBC Kids Vision

We are growing in relationship with Christ and one another.

GEBC Kids Mission

Our mission is to partner with parents and the church to grow followers of Jesus. We provide programming including Sunday School, Family Devotional Activities, Parent Panels, Child Dedication & Baptism classes, Social Events and Service Projects aimed at spiritual and relational growth.



GEBC Kids Volunteer Expectations

- All volunteers should arrive no later than 15 minutes prior to your service time.
- Please let us know if you are going to be absent. We recommend texting your ministry leader for last minute cancellations as soon as possible.
- Please welcome and assist visiting families.

GEBC Kids Procedures

Keeping Kids Safe

- All volunteers 18 and older have a current background check (done every 2 years)
- All volunteers must complete mandated reporter training (done every 3 years)
- A child should not be left alone in a room with a volunteer.
- Adults should not go into a closed bathroom with a child. Keep the door partially open when assisting toddlers and preschool children. Elementary children can go independently while the volunteer waits in the hallway.
- Children should be released to a parent with a security tag. Please do not release children to their older siblings.

Medical & Allergy Safety

- Please be aware of allergies or special instructions listed on name tags.
- CM strives to be a nut-free environment.
- We serve Cheerios in our Nurseries 2, 3 & 4. **No other food or snacks are served on Sunday mornings.**
- All children should wash their hands or use hand sanitizer before class starts.
- Please fill out a "CM Accident Report" for any minor injuries and inform a CM staff member.

Sickness Policy

- Children should not be allowed in Children's Ministry with any of the following symptoms or illnesses:

Fever greater than 101.5	Impetigo	Active Chicken Pox
Runny nose	Questionable Rashes	Measles or Mumps
Coughing	Diarrhea	Pink Eye
- Volunteers who have contagious illnesses should stay at home.

Check In System

- Children will have two name tags (and one security tag per family). One will be placed on the child and the other on the clipboard in the room.
- Please notice any allergies listed on tags.
- If you move to another room (Large Group time), please bring your clipboard with you.
- Please check security tags at pick-up to ensure the numbers on both tags match.

We have a goal of the following room ratios. We will not turn a visitor away, so there may be weeks when we are slightly above these ratios.

- Nursery 1 | 2:1 ratio
- Nursery 2&3 | 3:1 ratio
- Nursery 4 | 6:1 ratio
- Preschool | 7:1 ratio
- Elementary | 10:1 ratio

Building Emergencies

FIRE EVACUATIONS

Volunteers should be acquainted with the evacuation route posted by the main door in each room. Take note of the primary and secondary routes (in case the primary route is blocked or inaccessible). Ushers will make sure that parents are not clogging the stairwell by going downstairs to find their children.

- Before evacuating make sure you know how many children are in your room. **Take the sign-in or attendance sheet with you.**
- **Walking Children:** With one adult leading and one at the end of the line, all children will exit the building and meet at the far west end of the church parking lot.
- **Non Walking Children:** Call for the CM Attendant(s) and any additional teachers or ushers to help carry children out to the parking lot. If necessary, utilize baby carriers or laundry baskets. Meet at the far west end of the parking lot.
- Be sure to close your classroom door and turn out lights behind you when you leave so that we know your room is empty.

Once you have arrived outside, take a head count. If you are missing a child, send one volunteer to let someone know immediately! (ex. CM Staff, Fireman, Usher, etc.)

Remain calm and help the children remain calm. Parents may come and be with their children but ... **Do not release children to anyone outside until all are accounted for.** If we are unable to return to the building, the Children's Ministries Director will give you instructions.

ARMED OR DANGEROUS INTRUDERS

- If you witness a physical attack on another person(s) by an unarmed person, gather help to subdue the perpetrator when possible and/or call 911 to have police respond
- If you witness a physical attack on another person(s) by an armed individual seek safety immediately; stay out of open areas; take cover and call 911; and alert others of the danger whenever safely possible
- If church staff is aware of a known threat outside the building, an announcement may be made by designated staff with specific instructions for building occupants to follow
- The building may be locked down and occupants may be required to move to a safer location. Designated staff members will account for group/classroom attendees
- If a known threat exists within the building staff will implement Run, Hide, Fight or lock down at their discretion

Lock Down Procedures (For danger OUTSIDE the building)

- Immediately direct all members, staff, visitors into nearest rooms or secured space
- Lock all doors to secure inhabitants safely – DO NOT lock exterior doors
- Move people away from windows and doors
- Turn off lights
- DO NOT respond to anyone at the door until a known staff member announces it is safe.

MANDATED REPORTING PROCEDURES

- **Mandatory Reporting Requirements.** The State of Illinois requires mandatory reporting for any known or reasonable suspicion of abuse (physical, sexual or emotional) or neglect to the Department of Children and Family Services (DCFS). Failure to comply with mandatory reporting requirements constitutes a Class A misdemeanor for a first offense and a Class 4 felony for a second or subsequent violation.
- **Effective January 1, 2020: Any child-care worker affiliated with a church, other house of worship, or other non-profit (whether in a paid capacity or as a volunteer) is now a "mandated reporter."**
 - Volunteers ages 18 and over must complete mandated reporter training once every three years. The online course can be accessed on the [DCFS website](#).
- **Cooperation with Law Enforcement Authorities.** The staff and workers of GEBC will cooperate fully with law enforcement and the Department of Children and Family Services (DCFS) during the investigative process. To the extent reasonably possible, no one should be interviewed before DCFS and law enforcement officials are contacted. Any internal investigation should yield to that of DCFS and/or law enforcement.
- **Confidentiality Requirements.** If any form of abuse or neglect is suspected, every effort should be made to keep all information confidential except as necessary to comply with the reporting requirements under Illinois State Law and this policy. The confidential records of staff and workers are maintained by the Office Manager in the church office and kept in a secure location. Access to such records is allowed only to supervisory church leadership and law enforcement when deemed necessary in order to create a safe and secure environment at GEBC.
- **Public Statements.** All persons are encouraged to refrain from conversations about any alleged incidents or ongoing investigations. Communications about the incident should be limited to either GEBC authorized personnel, DCFS or to law enforcement authorities. All contacts by the media should be referred to the Senior Pastor. Only authorized personnel may speak on behalf of GEBC. Extraneous communications regarding sensitive matters may not only compromise an ongoing investigation but also have a serious impact upon the victim, as well as any individuals who may be ultimately cleared of serious allegations.